ASSEMBLY INSTRUCTIONS
"RECYCLE CADDY"

Parts identification and quantities –
Frame – 1
Lower tray -1 (with temporary large bolt and washers)
Upper tray -1
Tension bars – 2 (1 is assembled)
Tray support brackets – 4
Wheels – 2
Casters with lock-nuts/washers – 2

Hardware Package:
1 ½" bolts and lock nuts– 8
½" bolts and lock nuts – 4
3-inch axle bolts and lock nuts – 2
Axle bolt washers - 8

Assembly Instructions

1. Remove the tension bar from the packaging and assemble to the frame with two of the 1½ inch bolts and lock-nuts. One of the tension bars is pre-assembled. Do not over tighten lock-nuts.

2. After removing the 2 temporary large nuts and bolts on lower tray during shipping, attach the casters to the lower tray using the caster lock-nuts to secure casters to the tray. (See photo #1)

3. Attach wheels and lower tray to the frame by sliding one axle bolt washer on to one of the 3-inch axle bolts. Now slide the axle bolt through the wheel and slide on 2 axle bolt washers. Remove washers and the 1/2" lock-nut from the 3-inch axle bolt and now attach the wheel to the frame by sliding the 3-inch axle bolt through the hole at the bottom of the frame. Now attach the lower tray to the frame by sliding the 3 inch axle bolt through the drilled hole in the end of the lower tray. Put one washer on the axle bolt and tighten the ¼" lock-nut to the frame. (See photo #2). Tighten the bolt gently as you spin the wheel. Wheel will not spin on axle bolt if is too tight.

4. Attach the two of the 4 tray support brackets to the frame with a 1 ½" bolt and a ¼" lock-nut. The brackets attach to the inside of the frame just above the lower tray axle hole. Now hand-tighten the nuts and bolts. Connect the two tray support brackets to the outside of the lower tray and hand-tighten. (See Photos #2, #3 & #4)

5. Attach the upper tray in the same manner as the lower tray remembering to hand-tighten the nuts and bolts.

Now tighten all nuts and bolts remembering to tighten gently. Over tightening may cause structural damage to the frame and prevent the wheels from spinning. (See Photo #6)

The cart is now fully assembled.

NOTE: The two tension bars can be positioned to assure that the bars allow for the recycle bins to sit evenly on the trays. You can make adjustments to the tension bars by removing the 1 ½" bolts and repositioning the tension bar on the frame for optimal tension bar position.

CAUTION: To avoid damaging the frame and/or the powder coating, gently tighten the bolts and lock nuts. The lock nut will not loosen even when tighten gently.